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PROPOSAL

DIRECTOR OF TRAINING

I. MISSION

The Director of Training is responsible for developing and directing all Agency training programs.

II. FUNCTIONS - GENERAL

The Director of Training shall:

- A. Arrange for the procurement, on a selective basis from all sources, of qualified individuals for career development.
- B. Develop the programs for both the orientation and in-service training of Agency personnel for all phases of Agency operations.
- C. Supervise and/or conduct the Agency training program, initiating specialized Agency training operations as needs arise.

III. FUNCTIONS - SPECIFIC

The Director of Training shall:

- A. Design, establish and direct a program for the pre-employment selection, guidance and development of individuals for careers in one or more of the following capacities:
 - 1. Staff employment in headquarters
 - 2. Staff employment in the field under light cover
 - 3. Staff employment in the field under deep cover
 - 4. Non-staff or unofficial semi-covert employment
 - 5. Non-staff or unofficial covert employment

The program will differ, particularly in its guidance and development aspects, as the type of employment planned for the individual differs. Not only the anticipated operational requirements but also the characteristics of each individual selected will determine the program planned for him. All programs for individuals intended for staff employment will involve selection no later than college graduation (or its vocational equivalent) but in most cases not later than the sophomore year. Through the cooperation of college officers and parents, the academic and extra-curricular activities of each individual will be guided toward his ultimate fitness for the position intended for him. In the case of (A1) above the individual will generally pass directly from his college training into Agency employment and our internal training program (see B below). Staff employment in

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B. Design, direct the establishment of, and supervise an orientation and in-service training program for all staff employees.

1. The orientation program will be designed to familiarize the new employee with the Agency's mission, functions, organization, and relationship to other Government agencies and to assist him in determining his own part and place within the Agency. It will be presented for at least two levels of employees and its content will vary accordingly.
2. a. The in-service training program where practical will have three functions: the initial preparation of the new employee for his immediate job; the progressive training of the employee who has the potential for assuming greater responsibility with a view toward the full exploitation of his abilities; and the improvement of the employee who does not have the capacity for growth but whose efficiency at his present level can be increased.
 - b. The program will consist of:
 - (1) Training within the Agency by means of:
 - (a) Academic type courses,
 - (b) Desk or "on-the-job" training,
 - (c) Intra-agency details and/or reassignments,
 - (d) Roving or exploratory details and sabbaticals;
 - (2) Training outside the Agency by means of:
 - (a) Inter-agency details or reassignments for duty or training.
 - (b) Subsidized civilian education

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